
Start of Change Request Process

Process Owner: GA

CHANGE REQUEST

The GA will go to the appropriate Grant to initiate a Change Request.

1) Click on the Change Request Tab

Go to next slide

Grant - Hurricane Nick - 9793

Created By: SERGIOSUPER
6/20/2013 4:14:28 PM

Grant		
Start Date 6/20/2013	Grant Number 2909	Grant Title Hurricane Nick
End Date 11/30/2013	Award Amount \$2,200,000.00	GLO Contract Number GLO-DRS-XXXXXX
Extension Date	Contracted Amount to CoGs \$0.00	Round 21

Grantee		
Contract Number 2909	First Name Elected	Last Name Official
Loginname EOfficial	Email rascameElCacho@simon.com	Vendor Name Ciudad Juarez

Grant Manager		
Contract Number none	First Name Grant	Last Name Manager1
Loginname GM1	Email gm1	Vendor Name TEXAS GENERAL LAND OFFICE

Grant Administrator		
Contract Number DRS016004	First Name GrantAdmin	Last Name Carl R. Griffith and Associates
Loginname GA4887	Email none@email.net	Vendor Name Carl R. Griffith and Associates

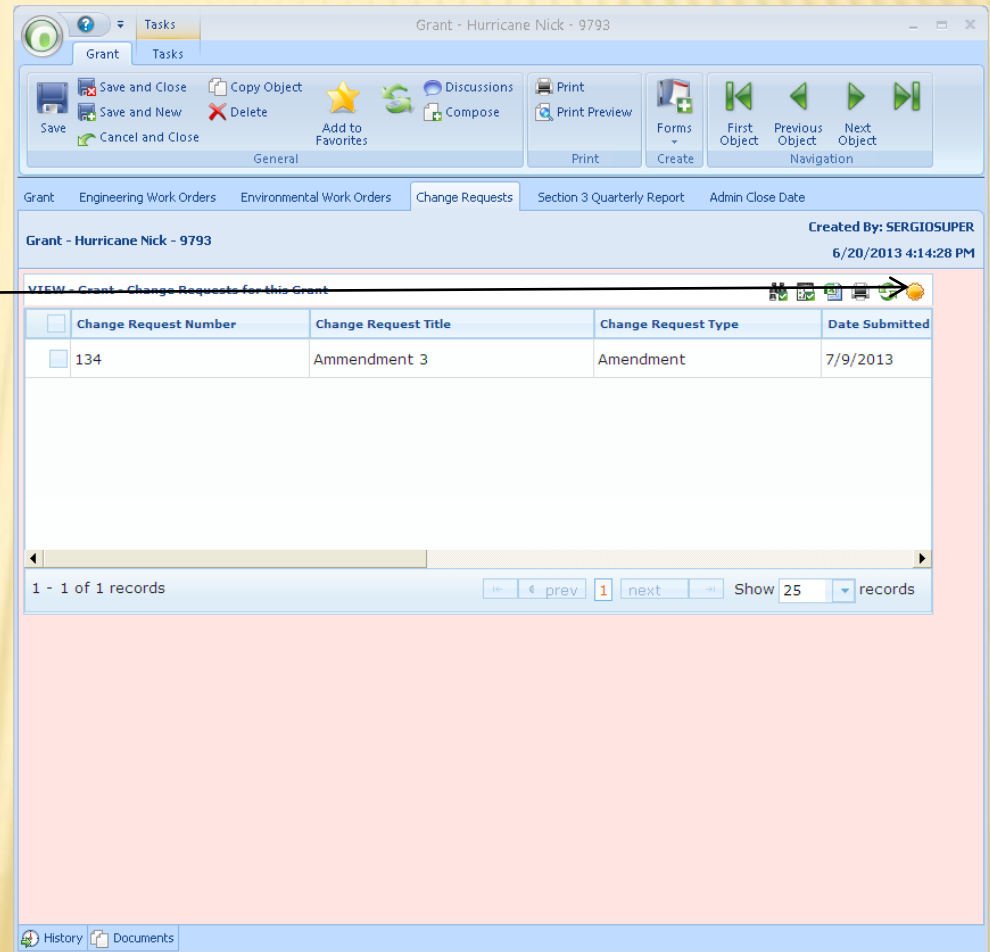
PMC / Area Manager		
Contract Number DRS013000	First Name ProjectManager	Last Name HNTB Corporation
Loginname PMHNTR	Email none@email.net	Vendor Name HNTB Corporation

Owner: GA

CHANGE REQUEST TAB

After clicking the CR Tab, the GA will see a list of previously created CRs if any.

1) Click on Create Object



Go to next slide

Owner: GA

CHANGE REQUEST OBJECT

A new CR object will appear. The system automatically relates the CR to the appropriate Grant. Scroll down to see relationship.

1) Enter CR Title

Default of Revision. Based on Answers to interview, it will Automatically change to Amendment.

Date submitted is automatically Assigned.

2) Enter description

Approved date is done by An action.

Executed date is entered By contracts team when Amendment is executed.

Change Request - 18166

Tasks

Change Request

Save and Close

Save and New

Cancel and Close

Copy Object

Delete

Add to Favorites

Discussions

Compose

Print

Print Preview

Print

Create

First Object

Previous Object

Next Object

Navigation

Change Request - 18166

Change Request

User Assignments

Comments

Change Request - 18166

Created By: MANAGER

7/14/2013 10:01:50 AM

Change Request

Change Request Number: 137

Change Request Title

Change Request Type: Revision

Status: Pending

Date Submitted: 7/14/2013

Date Approved

Date Executed

Summary

Replace this text with a summary of your request.

Interview:

1 ☐ Engineering Fee Increase or Decrease

1a ☐ Engineering Fee Change > \$5000

2 ☐ Adding New Activity or Deleting Entire Activity

3 ☐ Adding or Deleting a Project

4 ☐ Change In Beneficiary Information

5 ☐ Result of a Change Order

6 ☐ Extends Contract Expiration

7 ☐ Extends Construction End Date

8 ☐ Proposed Increase to GA Fee

Checked = YES

Unchecked = NO

History

Documents

3) Click on Task Tab

START CR INTERVIEW

Upon clicking on the task tab, the GA will see a Start CR Interview button.

1) Click on Start CR Interview

The screenshot shows a web application window titled "ChangeRequest - 18166". The interface includes a top navigation bar with "Change Request" and "Tasks" tabs. Below the tabs, there are icons for "Workflow Queues" and "Start CR Interview". A black arrow points from the text "1) Click on Start CR Interview" to the "Start CR Interview" button. The main content area displays the details for "ChangeRequest - 18166", created by "MANAGER" on "7/14/2013 10:01:50 AM". The form includes fields for "Change Request Number" (137), "Change Request Title", "Change Request Type" (Revision), and "Status" (Pending). It also has fields for "Date Submitted" (7/14/2013), "Date Approved", and "Date Executed". A "Summary" section contains a text area with the placeholder "Replace this text with a summary of your request." Below the summary is an "Interview" section with a list of items, each with a checkbox and a description. The items are: 1. Engineering Fee Increase or Decrease, 1a. Engineering Fee Change > \$5000, 2. Adding New Activity or Deleting Entire Activity, 3. Adding or Deleting a Project, 4. Change In Beneficiary Information, 5. Result of a Change Order, 6. Extends Contract Expiration, 7. Extends Construction End Date, and 8. Proposed Increase to GA Fee. The interface also includes a bottom navigation bar with "History" and "Documents" tabs.

Change Request		
Change Request Number 137	Change Request Title	
Change Request Type Revision	Status Pending	
Date Submitted 7/14/2013	Date Approved	Date Executed
Summary Replace this text with a summary of your request.		
Interview:	1 <input type="checkbox"/> Engineering Fee Increase or Decrease	
	1a <input type="checkbox"/> Engineering Fee Change > \$5000	
Checked = YES	2 <input type="checkbox"/> Adding New Activity or Deleting Entire Activity	
Unchecked = NO	3 <input type="checkbox"/> Adding or Deleting a Project	
	4 <input type="checkbox"/> Change In Beneficiary Information	
	5 <input type="checkbox"/> Result of a Change Order	
	6 <input type="checkbox"/> Extends Contract Expiration	
	7 <input type="checkbox"/> Extends Construction End Date	
	8 <input type="checkbox"/> Proposed Increase to GA Fee	

Owner: GA

[Workflow] User Interaction

Is there an Engineering Fee increase or decrease?

[Workflow] User Interaction

Engineering Fee Change

Current Engineering Fee: 130060.05

New Engineering Fee:

[Workflow] User Interaction

Are you adding a new activity or deleting an entire activity?

[Workflow] User Interaction

Are you adding or deleting a project within an activity?

[Workflow] User Interaction

Does this extend the Contract Expiration Date?

[Workflow] User Interaction

Does this extend the Construction end date?

[Workflow] User Interaction

Is there a proposed increase in the GA Fee?

[Workflow] User Interaction

Is there a budget transfer between Grantee retained funds and a State Contracted Service Provider?

[Workflow] User Interaction

Does this change the Total Grant Award Amount?

[Workflow] User Interaction

Is this the result of a Construction Change Order?

[Workflow] User Interaction

Is there a change in the Beneficiary Information?

[Workflow] User Interaction

The Change Request requires you to upload or revise the following required documents: Engineering Fee Breakdown; Change Order. Ensure they are in OnBase and indexed with the proper CR Number: 137

Owner: GA

CR DOC IMPORT

Based on the answers provided by the GA the system will require the GA to upload certain documents. The documents are listed at the bottom of the CR object.

The GA can review his/her answers by looking at the 12 item list. If it's checked off, the GA answered yes. If the GA made a mistake, click on "Start CR Interview" again and change your answer. You will need to go through the entire interview again.

Review answers

1.A)Change answers

List of documents needed

1.B)Click on Import and repeat until All Docs have been uploaded.

ChangeRequest - 18166

Workflow Queues | Start CR Interview | AS - Eval and or Revise

Change Request | User Assignments | Comments

ChangeRequest - 18166

Created By: MANAGER
7/14/2013 10:01:50 AM

Unchecked = NO

- 3 ☒ Adding or Deleting a Project
- 4 ☒ Change In Beneficiary Information
- 5 ☒ Result of a Change Order
- 6 ☒ Extends Contract Expiration
- 7 ☒ Extends Construction End Date
- 8 ☒ Proposed Increase to GA Fee
- 9 ☒ Budget Transfer from Grantee to State Contracted SP
- 10 ☐ Budget Transfer between HUD Activity Codes > 10%
- 11 ☐ Budget Transfer between HUD Activity Codes > 25%
- 12 ☒ Changes the Total Grant Award Amount

Grant Number: 2909 | Grant Title: Hurricane Nick | Award Amount: \$2,200,000.00

GLO Contract Number: GLO-DRS-XXXXXX | Grantee Vendor Name: Ciudad Juarez

☒ Change To Performance Statement | ☒ Change To Budget | ☒ Change To Schedule

☐ Needs Engineering Review | ☐ Needs Environmental Review

CR Bid Schedule | Import | CR Budget | Import

CR Budget EForm | Import | CR Construction Change Order | Import

CR Construction Schedule | Import | CR Engineering Fee Breakdown | Import

CR Man-Hour Breakdown | Import | CR Performance Statement | Import

History | Documents

Owner: GA

CR DOCUMENT IMPORT

After clicking the Import button a new window will open.

1) Select CR Documents

2) Select appropriate Doc Type

3) Enter GLO CR Number

4) Click on Browse and select appropriate doc from your computer

5) Click on upload

ChangeRequest - 18166 - Upload Document

Upload

Browse Acquire Upload Cancel Move Up Move Down Remove Remove All Rotate Left Rotate Right

Document Type Group
Change Request Documents

Document Type
CR - Budget Eform

File Type
MS Word Document

Document Date
7/14/2013

Keywords

GLO CR Number
137

GLO CR Title

GLO CR ID
137

GLO CR ObjectID
18166

GLO Grant Number
2909

GLO Grantee Name
CIUDAD JUAREZ

GLO Contract Number

Options

Upload Cancel

C:\Documents and Settings\SRamirez\Local Settings\Temp\Hyland Letter-copy.docx

Home Insert Page Layout References Mailings Review View Developer

Times New Roman 12

Clipboard Font Paragraph Styles Editing

Mark Tortelli
Hyland Software
28500 Clemens Road
Westlake, OH 44145
Phone 440-788-6364

RE: Invoice # 214218 & #214219

Mark,

As previously communicated, both invoices mentioned above were placed on hold Mar 22nd because the billing milestones were not met. Once the billing milestones were met, the Land Office made multiple requests to Hyland to resubmit the invoices with a current date. As of June 5th, 2013 the Land Office has not received updated invoices from

PBS UPDATE

Once done with the interview and after reviewing the answers, the GA will need to update the one, two or all three of the documents that make up the PBS.

To do this, the GA must double click on the Grant number.

1) Double click on Grant Number

ChangeRequest - 18514

Change Request Tasks

Save Save and Close Copy Object Delete Add to Favorites Discussions Compose Print Print Preview Forms First Object Previous Object Next Object Navigation

Change Request User Assignments Comments

ChangeRequest - 18514 Created By: MANAGER 7/22/2013 9:21:07 AM

Request Number: 18514

Grant Number 2909	Grant Title Hurricane Sergio	Award Amount \$1,000,900.00
GLO Contract Number DRS-GLO-123456789	Grantee Vendor Name Ciudad Juarez	

☐ Change To Performance Statement ☒ Change To Budget ☐ Change To Schedule

☐ Needs Engineering Review ☐ Needs Environmental Review

CR Bid Schedule	Import	CR Budget	Import
CR Budget EForm	Import	CR Construction Change Order	Import
CR Construction Schedule	Import	CR Engineering Fee Breakdown	Import
CR Man-Hour Breakdown	Import	CR - Engineering Fee Breakdown - 7/22/2013	Import
		CR Performance Statement	Import

History Documents

UPDATING THE PBS

Once you double click on the grant number, the grant related to this CR will open in a separate window. Go to the documents tab, select static folder and double click on the document that needs to be updated.

1)Click on Documents tab

2)Click on the Static folder

3)Select document that needs To be updated by double Clicking on it.

Grant - Hurricane Sergio - 8685

Created By: SERGIOSUPER
6/11/2013 9:52:36 AM

Grant

Start Date 6/11/2013	Grant Number 2909	Grant Title Hurricane Sergio
End Date 6/30/2013	Award Amount \$1,000,900.00	GLO Contract Number DRS-GLO-123456789
Extension Date	Contracted Amount to CoGs \$0.00	Round 22

Grantee

Contract Number 2909	First Name Elected	Last Name Official
-------------------------	-----------------------	-----------------------

Documents

- Static (3)
 - Performance Statement - 7/22/2013
 - Budget - 7/22/2013
 - Bid Schedule - 7/22/2013
- Dynamic Documents Folder (3)

History Documents

MAKING CHANGES TO A DOCUMENT

Once the GA double clicks on a document, the document will open in a separate window. The GA will make sure the Track Changes option is on and will proceed to make the appropriate changes. Once that is done, the GA will save the document.

1) Click on the Review tab

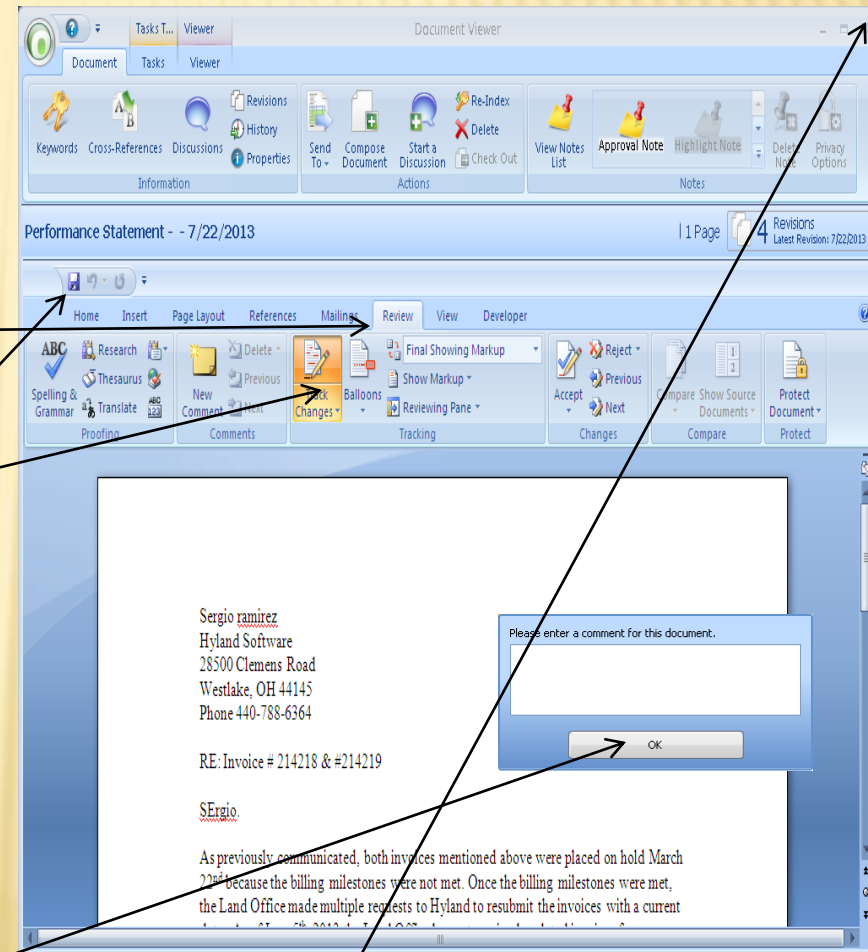
2) Click on the track changes button

3) Edit document

4) Save Document

5) Comment box will open.
Reference CR number

6) Close window



SAFE AND CLOSE ENVIRONMENT TO EACH PATIENT

[illegible]

ChangeRequest - 18514

Change Request Tasks

Workflow Queues Send to Facilitator Review and Send to Facilitator

Change Request User Assignments Comments

ChangeRequest - 18514

Created By: MANAGER
7/22/2013 9:21:07 AM

Change Request

Change Request Number 188	Change Request Title blah	
Change Request Type Revision	Status Pending	
Date Submitted 7/22/2013	Date Approved	Date Executed
Summary blah		

Interview:

- ☒ Engineering Fee Increase or Decrease
- ☐ Engineering Fee Change > \$5000
- ☐ Adding New Activity or Deleting Entire Activity
- ☐ Adding or Deleting a Project

Checked = YES
Unchecked = NO

History Documents

End of Change Request Process for GA

EXECUTED A/R

Once the Director approves, it the process ends if it's a revision. If it's an amendment, it is sent to legal for all that paper stuff. Once executed, the Contracts team is notified, they come in and click on Execute CR. It updates the executed date.

1) Click on task

Change Request - 18132

Tasks

Change Request

Legal Review Complete

AF - Legal Review

Change Request - 18132

Created By: MANAGER

7/10/2013 11:20:07 AM

Change Request

Change Request Number	Change Request Title	
136	nnnnnn	
Change Request Type	Status	
Amendment	Pending	
Date Submitted	Date Approved	Date Executed
7/10/2013	7/14/2013	

Documents

Static (4)

- CR - Engineering Fee Breakdown - 7/9/2013
- CR - Man-Hour Breakdown - 7/9/2013
- CR - Construction Change Order - 7/9/2013
- CR - Bid Schedule - 7/14/2013

Start a Discussion

D3

MANAGER

7/14/2013

0 Replies

Blah Blah

D2

MANAGER

7/14/2013

0 Replies

Blah Blah

D1

MANAGER

7/14/2013

0 Replies

Blah Blah

History Documents

The End 😊

Owner: Paul

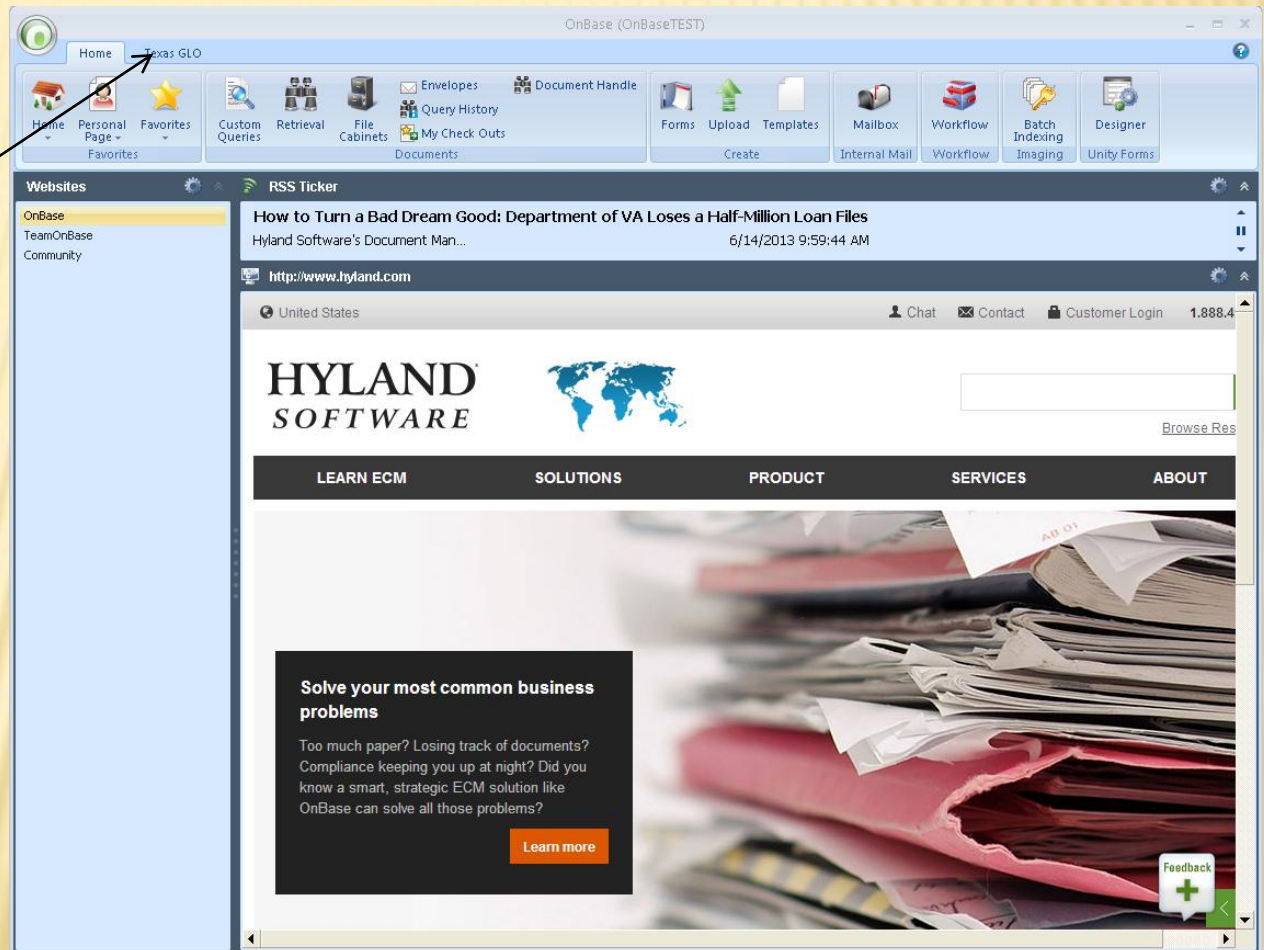
End of Internal Review Process of Change Request

OnBase General Navigation

HOME PAGE

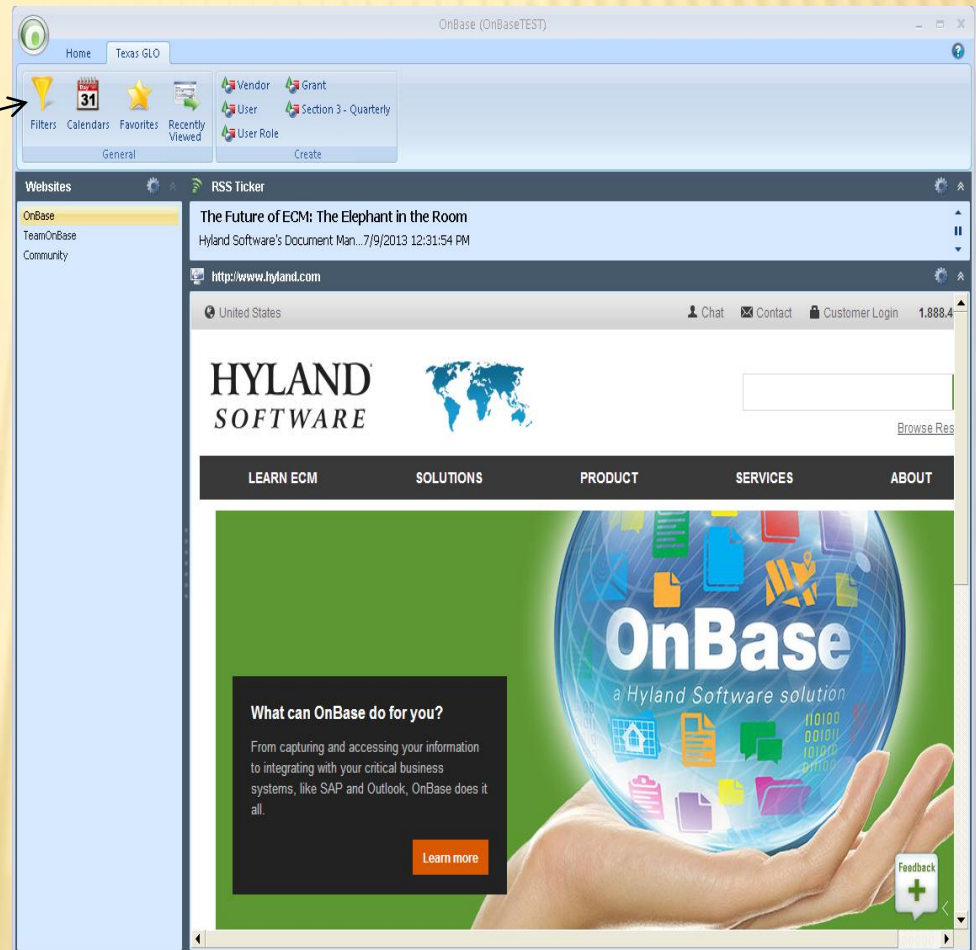
When User logs in he/she will see this page. User will then click on the Texas GLO Tab to be taken to the filters.

1) Click on Texas GLO



FILTERS

1)The user will then click on filters.



FILTERS II

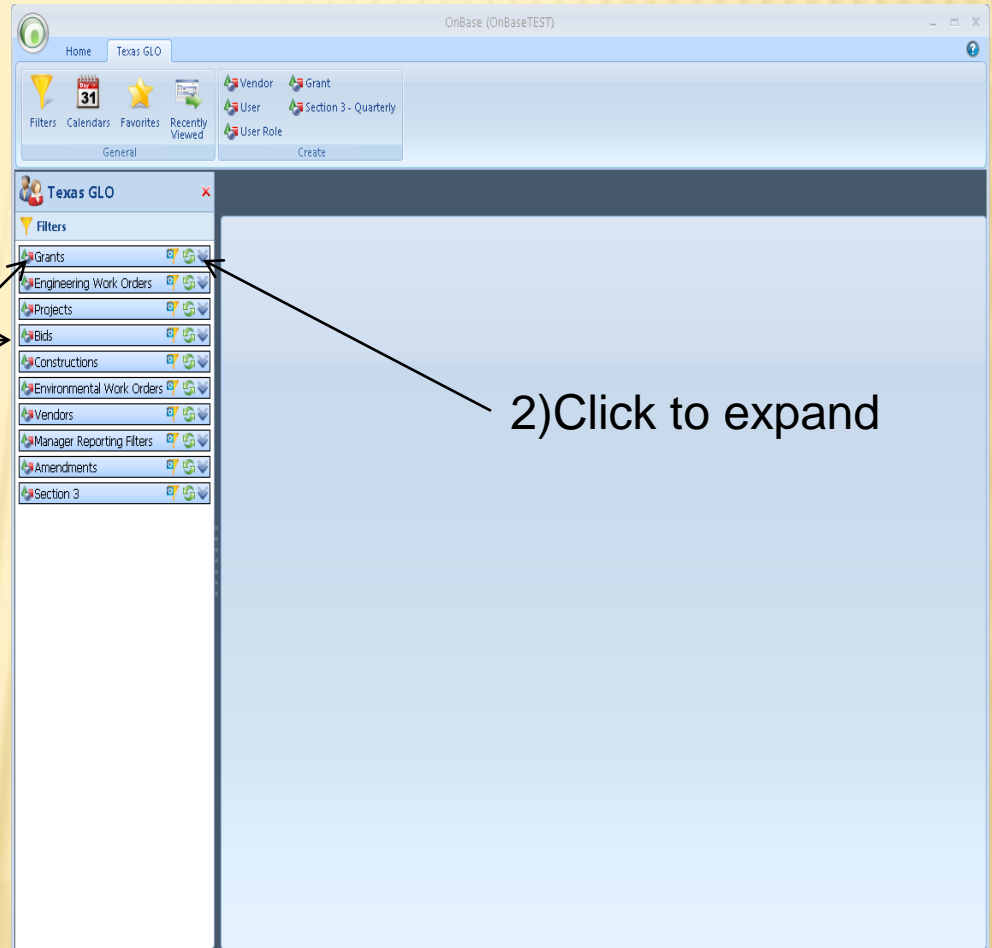
The user will now see a list of filters on the left hand side of the screen. Depending on the user role and rights the user may see all or some of the filters.

1)Filters

The user may click on any filter to go to the appropriate object as per the filter name.

We recommend that you go in through the Grant object initially, so you can familiarize yourself with the hierarchy of all the objects.

2)Click on Grants



FILTER III

The user can expand the filters by clicking on it once. Based on the filter, some may have the option to view all or assigned objects based on user roles.

You may also see a list of child objects underneath the parent objects.

1)All Grants

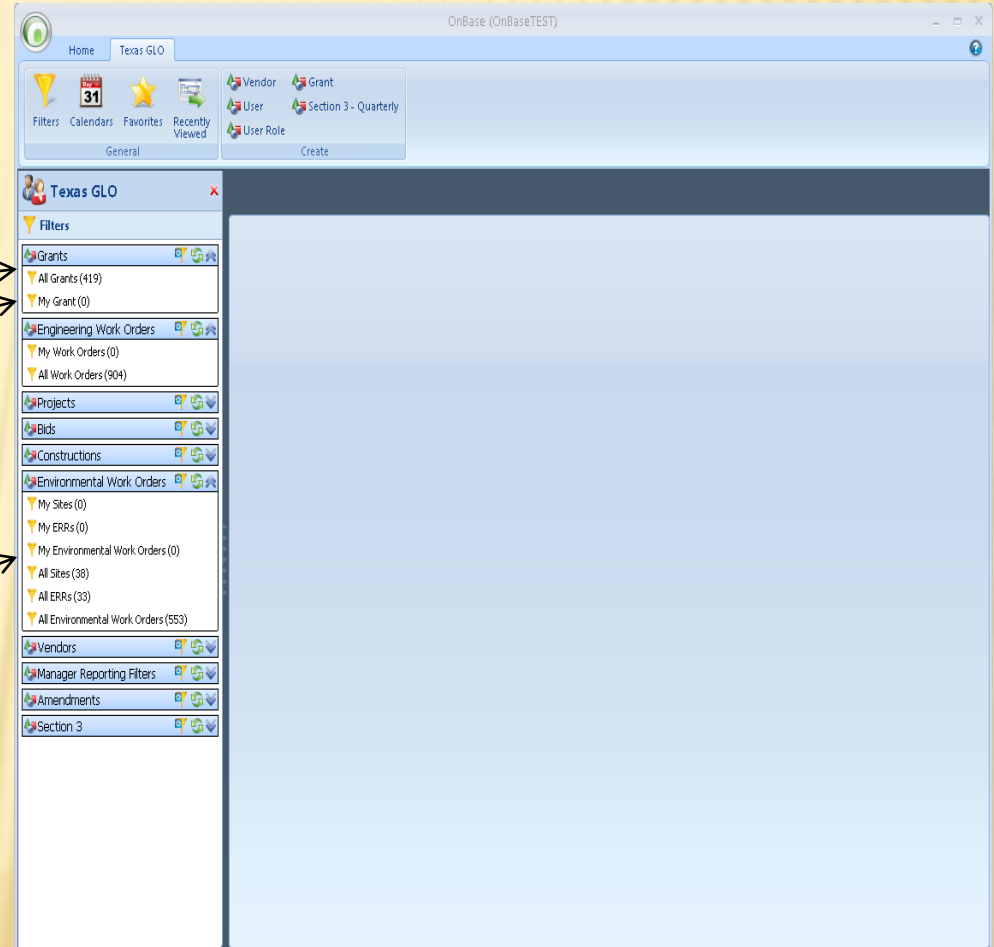
2)My Grants

3)Example of child objects

Under the EnvWO:

a)Sites

b)ERRs



GRANT

1) Click on All Grants once

2) All Grants tab opens up

User can search by the columns listed.
We can customize these columns.

3) To search click on this
Space.

4) Type in 2,000,000

Grant Number	Grant Title	GLO Contract Number	Award Amount	Grantee
2909	Hurricane Sergio	DRS-GLO-123456789	\$1,000,000.00	Ciudad Juarez
2909	Hurricane Nick	GLO-DRS-XXXXXX	\$2,200,000.00	Ciudad Juarez
DRS010001	DRS010001 - City of Bridge City - \$9,689,353.00 - GLO#10-5003-000-4977	GLO#10-5003-000-4977	\$9,689,353.00	City of Bridge City
DRS010002	DRS010002 - County of Hardin - \$12,011,743.00 - GLO#10-5004-000-4978	GLO#10-5004-000-4978	\$12,011,743.00	County of Hardin
DRS010003	DRS010003 - City of Alamo - \$500,000.00 - GLO#10-5005-000-4979	GLO#10-5005-000-4979	\$500,000.00	City of Alamo
DRS010004	DRS010004 - City of Alto - \$372,610.00 - GLO#10-5006-000-4980	GLO#10-5006-000-4980	\$372,610.00	City of Alto
DRS010004	Big Nasty Storm Grant	123456789	\$1,000,000.00	City of Alto
DRS010005	DRS010005 - City of Alton - \$500,000.00 - GLO#10-5007-000-4981	GLO#10-5007-000-4981	\$500,000.00	City of Alton
DRS010006	DRS010006 - City of Ames - \$201,481.00 - GLO#10-5008-000-4982	GLO#10-5008-000-4982	\$201,481.00	City of Ames
DRS010007	DRS010007 - City of Anahuac - \$6,000,000.00 - GLO#10-5009-000-4983	GLO#10-5009-000-4983	\$6,000,000.00	City of Anahuac
DRS010007	Grant for DRS010007	GLO#99-9999-999-999	\$2,000,000.00	City of Anahuac
DRS010008	DRS010008 - County of Anderson - \$178,000.00 - GLO#10-5010-000-4984	GLO#10-5010-000-4984	\$178,000.00	County of Anderson
DRS010009	DRS010009 - County of Angelina - \$7,670,585.00 - GLO#10-5011-000-4985	GLO#10-5011-000-4985	\$7,670,585.00	County of Angelina
DRS010010	DRS010010 - City of Bayou Vista - \$2,101,656.00 - GLO#10-5044-000-5020	GLO#10-5044-000-5020	\$2,101,656.00	City of Bayou Vista
DRS010012	DRS010012 - City of Beaumont - \$4,340,669.00 - GLO#10-5012-000-4986	GLO#10-5012-000-4986	\$4,340,669.00	City of Beaumont
DRS010013	DRS010013 - City of Bevil Oaks - \$762,414.00 - GLO#10-5013-000-4987	GLO#10-5013-000-4987	\$762,414.00	City of Bevil Oaks
DRS010014	DRS010014 - County of Brazoria - \$8,704,745.00 - GLO#10-5014-000-4988	GLO#10-5014-000-4988	\$8,704,745.00	County of Brazoria
DRS010015	DRS010015 - City of Broadus - \$57,474.00 - GLO#10-5015-000-4989	GLO#10-5015-000-4989	\$57,474.00	City of Broadus
DRS010016	DRS010016 - County of Brooks - \$75,000.00 - GLO#10-5016-000-4990	GLO#10-5016-000-4990	\$75,000.00	County of Brooks

Currently viewing 419 of 419 records

SEARCH FOR A GRANT

By entering \$2,000,000 the system will find all grants with an award amount of \$2,000,000.

The same can be done with Grant number, grant title, grantee, etc.

The screenshot shows the OnBase (OnBaseTEST) application interface. The top navigation bar includes tabs for Home, Texas GLO, and Filter. The left sidebar contains a list of filters under the Texas GLO header, including Grants, Engineering Work Orders, Projects, Bids, Constructions, Environmental Work Orders, Vendors, Manager Reporting Filters, Amendments, and Section 3. The main table displays search results for grants with an award amount of \$2,000,000. The table has columns for Grant Number, Grant Title, GLO Contract Number, Award Amount, and Grantee. The results show three entries: DR5010007 (Grant for DR5010007), DR5019999 (Hurricane Timoteo), and DR5210245 (Hurricane Tim). An arrow points to the 'Hurricane Tim' entry in the table.

Grant Number	Grant Title	GLO Contract Number	Award Amount	Grantee
DR5010007	Grant for DR5010007	GLO#99-9999-999-999	\$2,000,000.00	City of Anahuac
DR5019999	Hurricane Timoteo	GLO#-999-9999-999	\$2,000,000.00	TEXAS GENERAL LAND OFFICE
DR5210245	Hurricane Tim	13232	\$2,000,000.00	City of Aransas Pass

1) Double click on Hurricane Tim.

GRANT PART I

This is the Grant object. It contains key data related to the grant. Plus you can navigate to other objects from it.

1) Start and end dates

2) Award amount

3) Contract numbers

4) The round

5) The related Grantee

6) Related Grant Manager

7) Related Grant Administrator

Grant - Hurricane Tim - 18035

Grant Tasks

Save Save and Close Save and New Copy Object Delete Add to Favorites Discussions Compose Print Print Preview Forms First Object Previous Object Next Object Navigation

Grant Engineering Work Orders Environmental Work Orders Change Requests Section 3 Quarterly Report Admin Close Date

Grant - Hurricane Tim - 18035 Created By: SERGIOSUPER 7/8/2013 1:38:39 PM

Grant

Start Date	Grant Number	Grant Title
7/8/2013	DRS210245	Hurricane Tim
End Date	Award Amount	GLO Contract Number
7/18/2013	\$2,000,000.00	13232
Extension Date	Contracted Amount to CoGs	Round
	\$0.00	01

Grantee

Contract Number	First Name	Last Name
DRS210245	Grantee	City of Aransas Pass
Loginname	Email	Vendor Name
Grantee4899	none@email.net	City of Aransas Pass

Grant Manager

Contract Number	First Name	Last Name
none	Grant	Manager6
Loginname	Email	Vendor Name
GM6	GM6@GLO.TEXAS.GOV	Gary R. Traylor and Associates

Grant Administrator

Contract Number	First Name	Last Name
DRS016000	GrantAdmin	Amazing Grants, Inc.
Loginname	Email	Vendor Name
GA4875	none@email.net	Amazing Grants, Inc.

PMC / Area Manager

Contract Number	First Name	Last Name
DRS013000	ProjectManager	HNTB Corporation
Loginname	Email	Vendor Name
PMHNTR	none@email.net	HNTB Corporation

History Documents

8) Related Area Manager

GRANT PART II

If you scroll down the object you will get to the financial data. Where budgeted costs, allocated costs, amendments, and balances are shown.

1) Budgeted cost

2) Allocated costs

3) Amendments

4) Balances

5) Construction

6) Eng Fees

7) Env Fees

8) GA Fees

9) Total Budgeted Amount

Grant - Hurricane Sergio - 8685

Grant Tasks

Save Save and Close Copy Object Delete Add to Favorites Discussions Compose Print Print Preview Forms First Object Previous Object Next Object Navigation

Grant Engineering Work Orders Environmental Work Orders Change Requests Section 3 Quarterly Report Admin Close Date

Grant - Hurricane Sergio - 8685 Created By: SERGIOSUPER 6/11/2013 9:52:36 AM

none Jane Doe
 Loginname Email Vendor Name
 JANEDOE Jane.Doe@GLO.TEXAS.GOV TEXAS GENERAL LAND OFFICE

Grant Administrator
 Contract Number First Name Last Name
 DRS216011 GrantAdmin Kerbow and Associates Consulting
 Loginname Email Vendor Name
 GA5177 none@email.net Kerbow and Associates Consulting

PMC / Area Manager
 Contract Number First Name Last Name
 DRS013000 ProjectManager HNTB Corporation
 Loginname Email Vendor Name
 PMHNTB none@email.net HNTB Corporation

Section 3 Coordinator
 Contract Number First Name Last Name
 none Nick Patel
 Loginname Email Vendor Name
 NPATEL Nick.Patel@GLO.TEXAS.GOV TEXAS GENERAL LAND OFFICE

Financial Tracking

Budgeted Construction Costs	Allocated Construction Costs	Amended Construction Costs	Net Construction Costs
\$750,000.00	\$500,000.00	\$0.00	\$500,000.00
Budgeted Engineering Fees	Allocated Engineering Fees	Amended Engineering Fees	Net Engineering Fees
\$90,000.00	\$25,008.00	\$0.00	\$25,008.00
Budgeted Environmental Fees	Allocated Environmental Fees	Amended Environmental Fees	Net Environmental Fees
\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
Budgeted GA Fees	Allocated GA Fees	Amended GA Fees	Net GA Fees
\$150,000.00	\$100,000.00	\$0.00	\$100,000.00
Total Budgeted Amount			Total Allocated Amount
\$1,000,000.00			\$635,008.00
			Available Balance
			\$364,992.00

in - Wikipedi... OnBase (OnBaseT... UserRole - 17279 Grant - Hurricane ... Post Presentation1

GRANT PART III

The user may also navigate to other related objects from the Grant object by clicking on any of the tabs running across the top.

1) Engineering WO

2) Env WO

3) Change Orders

4) Section 3

5) Start a discussion

6) Documents

7) History

Grant - Hurricane Tim - 18035

Created By: SERGIOSUPER
7/8/2013 1:38:39 PM

Grant Administrator

Contract Number	DRS016080	First Name	GrantAdmin	Last Name	Amazing Grants, Inc.
Loginname	GA4875	Email	none@email.net	Vendor Name	Amazing Grants, Inc.

PMC / Area Manager

Contract Number	DRS013000	First Name	ProjectManager	Last Name	HNTB Corporation
Loginname	PMHNTB	Email	none@email.net	Vendor Name	HNTB Corporation

Section 3 Coordinator

Contract Number	none	First Name	Section	Last Name	3Coordinator1
Loginname	SC1	Email	SC1@GLO.TEXAS.GOV	Vendor Name	TEXAS GENERAL LAND OFFICE

Financial Tracking

Budgeted Construction Costs	Allocated Construction Costs	Amended Construction Costs	Net Construction Costs
\$1,500,000.00	\$1,500,000.00	\$0.00	\$1,500,000.00
Budgeted Engineering Fees	Allocated Engineering Fees	Amended Engineering Fees	Net Engineering Fees
\$147,000.00	\$55,000.00	\$0.00	\$55,000.00
Budgeted Environmental Fees	Allocated Environmental Fees	Amended Environmental Fees	Net Environmental Fees
\$28,000.00	\$27,000.00	\$0.00	\$27,000.00
Budgeted GA Fees	Allocated GA Fees	Amended GA Fees	Net GA Fees
\$300,000.00	\$15,000.00	\$0.00	\$15,000.00
Total Budgeted Amount			Total Allocated Amount
\$1,975,000.00			\$1,597,000.00
			Available Balance
			\$378,000.00

History Documents

ENGWO TAB UNDER THE GRANT OBJECT

By clicking on the EngWO tab, the user gets a list of all related EngWOs under this grant.

1) Related EngWo's

Grant - Hurricane Tim - 18035

Grant Tasks

Save and Close Copy Object Discussions Print Forms
Save Save and New Delete Add to Favorites Compose Print Preview Create
Cancel and Close General

Grant Engineering Work Orders Environmental Work Orders Change Requests Section 3 Quarterly Report Admin Close Date

Grant - Hurricane Tim - 18035 Created By: SERGIOSUPER
7/8/2013 1:38:39 PM

VIEW - Grant - Engineering Work Orders for this Grant

<input type="checkbox"/>	Work Order Number	WorkOrder Title	Grant Number	Grantee Name
<input type="checkbox"/>	12345-999	Getrdun	DRS210245	City of Aransas Pass
<input type="checkbox"/>	54321	Engineer	DRS210245	City of Aransas Pass

1 - 2 of 2 records

prev 1 next Show

History Documents

2) User can move the bar to
See more detail of each EngWo

3) Double click on
EngWO 54321

ENGWO OBJECT

By double clicking on EngWO 54321 the EngWo object appears. The EngWO object contains all relevant information about the WO. You can also navigate from this object to related child objects such as projects and bid packages.

1) EngWo number

2) EngWO Title

3) Related EngSP

4) Start and end date

5) Parent Grant Object

5) Eng Fee

EngineeringWorkOrder - Engineer - 18158

Tasks

Engineering Work Order

Save Save and Close Copy Object Save and New Delete Add to Favorites Discussions Compose Print Print Preview Forms First Object Previous Object Next Object Navigation

General

Work Order User Assignments Projects Bid Package

EngineeringWorkOrder - Engineer - 18158

Created By: MANAGER
7/12/2013 1:27:59 PM

Engineering Work Order

Work Order Number	54321	Work Order Title	Engineer		
Work Order Status	In Progress	Round	01		

Engineering Service Provider

Contract Number	DRS015003	Vendor Name	Bleyl and Associates	First Name	EngSvcProvider	Last Name	Bleyl and Associates
-----------------	-----------	-------------	----------------------	------------	----------------	-----------	----------------------

Work Order Active Date Range

Executed Date	7/11/2013	Expiration Date	11/28/2013
---------------	-----------	-----------------	------------

Grant Information

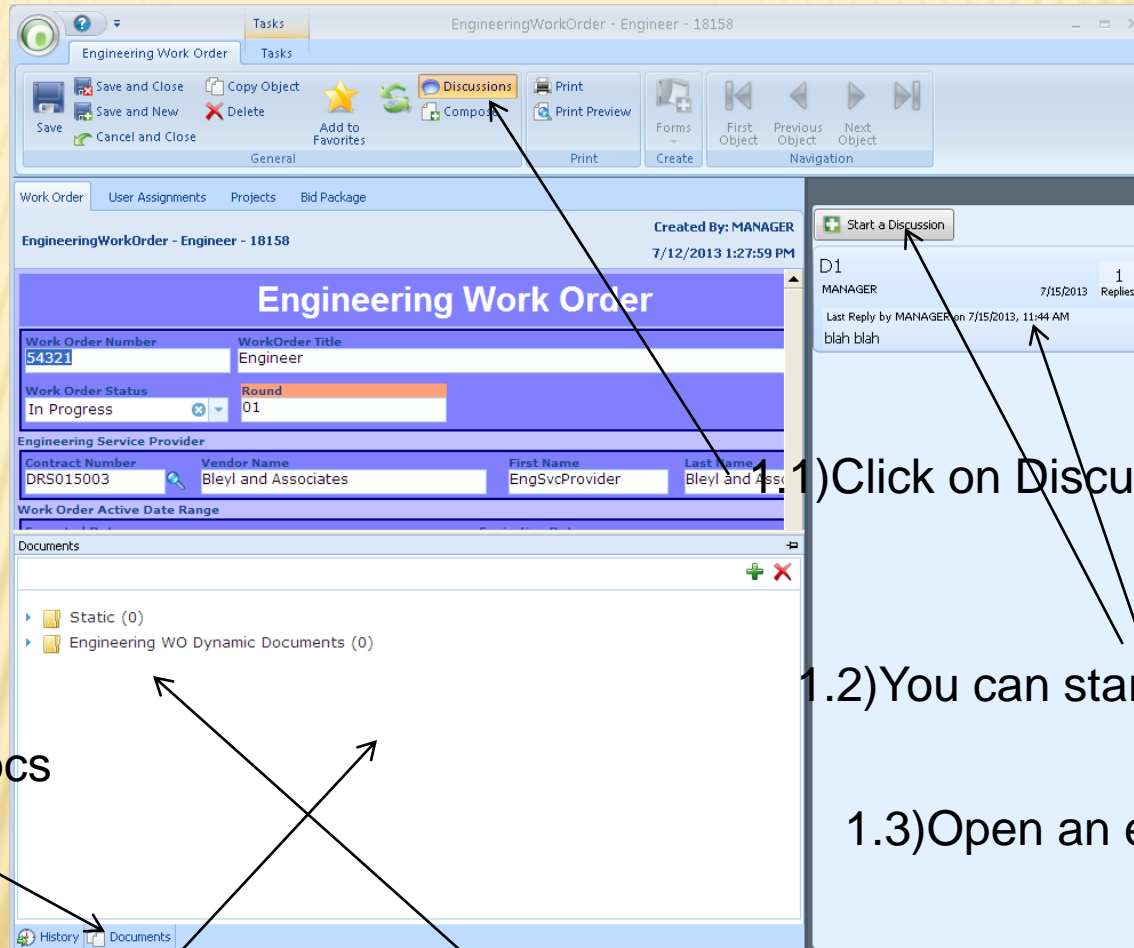
Grant Number	DRS210245	Grant Title	Hurricane Tim	Award Amount	\$2,000,000.00	GLO Contract Number	13232
Grantee Vendor Name	City of Aransas Pass	First Name	Grantee	Last Name	City of Aransas Pass	Email	none@email.net
Grant Admin DRS	DRS016000	Grant Administrator Vendor Name	Amazing Grants, Inc.	First Name	GrantAdmin	Last Name	Amazing Grants, Inc.
				First Name	Grant	Last Name	Manager6
						Email	GM6@GLO.TEXAS.GOV
PMC DRS	DRS013000	PMC Vendor Name	HNTB Corporation	First Name	ProjectManager	Last Name	HNTB Corporation
						Email	none@email.net

Costs

Total Engineering Fees	\$20,000.00
------------------------	-------------

History Documents

ENG WO DOCS AND DISCUSSIONS



2.1) Click on Docs

2.2) Docs Window expands

2.3) Double click on documents

1.1) Click on Discussions

1.2) You can start a Discussion

1.3) Open an existing Discussion

PROJECT TAB UNDER ENGWO OBJECT

This tab shows all projects under this EngWo.

The screenshot displays the 'Engineering Work Order - Engineer - 18158' window. The 'Projects' tab is selected, showing a table of projects for this EngWo. The table has columns for Project Number, Project Title, Project Description, and Project Status. A single record is visible with Project Number 2-P010153, Project Title Title, Project Description Description, and Project Status Pending. An arrow points from the text '1) Double click on EngWO' to the 'Project Title' cell of the first record.

Project Number	Project Title	Project Description	Project Status
2-P010153	Title	Description	Pending

1 - 1 of 1 records

Show 25 records

1) Double click on EngWO

PROJECT OBJECT PART I

A new window opens with the Project object.

Project number

Project title

Project description

HUD Activity

Start, 50% and 100% dates

Associated costs

Documents

The screenshot shows a web application window titled "Project - 18159". The window has a toolbar with buttons for "Save and Close", "Copy Object", "Delete", "Add to Favorites", "Discussions", "Print", "Print Preview", "Forms", "First Object", "Previous Object", "Next Object", and "Navigation". Below the toolbar, there are tabs for "Project" and "User Assignments". The "Project" tab is active, showing the "Project - 18159" form. The form is divided into several sections: "Project" (with fields for Project Number, Project Title, Project Status, Project Description, Project Type, Round, and HUD Activity Code), "Milestone Tracking" (with fields for Target Start Date, Actual Start Date, Target 50% Date, Actual 50% Date, Target 100% Date, and Actual 100% Date), "Cost Tracking" (with fields for Engineering Fees, Construction Costs, Grant Administrator Fees, and Total Budgeted Cost), and "Parent Work Order" (with fields for Work Order Number and Work Order Title). At the bottom, there is a "VIEW - Project - Sites for this Project" table with columns for Site Number, Site Title, Project Number, and Project Title. The table contains one row with Site Number "2-P010153.0067", Site Title "Title", Project Number "2-P010153", and Project Title "Title".

Project Number	Project Title
2-P010153	Title

Project Status	Project Description
Pending	Description

Project Type	HUD Activity Code
Type A	2: Solid Waste Disposal Facilities

Target Start Date	Actual Start Date	Start Milestone Completed
7/11/2013	7/11/2013	<input type="checkbox"/>

Target 50% Date	Actual 50% Date	50% Milestone Completed
9/5/2013	9/5/2013	<input type="checkbox"/>

Target 100% Date	Actual 100% Date	100% Milestone Completed
10/31/2013	10/31/2013	<input type="checkbox"/>

Engineering Fees	Construction Costs	Grant Administrator Fees	Total Budgeted Cost
\$20,000.00	\$0.00	\$0.00	\$20,000.00

Work Order Number	Work Order Title
54321	Engineer

Site Number	Site Title	Project Number	Project Title
<input type="checkbox"/> 2-P010153.0067	Title	2-P010153	Title

PROJECT OBJECT PART II

If you scroll down, you will see the parent EngWO and a list of Sites and Phases.

- Rolled up Eng Fees
- Constructions costs
- GA Fees
- Parent EngWO
- List of Sites
- List of Phases
- 1) Double click on sites

The screenshot displays the 'Project - 18159' window. The 'Cost Tracking' section shows a red-shaded area with the following data:

Category	Amount
Engineering Fees	\$20,000.00
Construction Costs	\$0.00
Grant Administrator Fees	\$0.00
Total Budgeted Cost	\$20,000.00

The 'Parent Work Order' section shows:

Work Order Number	WorkOrder Title
54321	Engineer

The 'VIEW - Project - Sites for this Project' section shows a table with one record:

Site Number	Site Title	Project Number	Project Title
2-P010153.0067	Title	2-P010153	Title

The 'VIEW - Project - Phases for this Project' section shows a table with one record:

Phase Number	Phase Title	Engineering Fee	Phase Status
xx-P000000.0067-0119	Title	\$20,000.00	Pending

SITES OBJECT

Site number

Site title and description

Long & Lat

Parent EngWO

Parent EnvWO

List of related Phases

The screenshot shows a web application window titled 'Site - 18160'. The interface includes a top toolbar with buttons for 'Save and Close', 'Copy Object', 'Delete', 'Add to Favorites', 'Discussions', 'Compose', 'Print', 'Print Preview', 'Forms', 'First Object', 'Previous Object', and 'Next Object'. The main content area is divided into several sections:

- SiteMainView**: Contains the site title 'Site - 18160' and the user 'Created By: MANAGER' with a timestamp '7/12/2013 1:29:13 PM'.
- Site**: A form with fields for 'Site Number' (2-P010153.0067), 'Site Title' (Title), 'Site Description' (Description), 'Latitude' (30.279823), 'Longitude' (-97.739314), 'Parent' (01), and 'HUD Activity Code' (2: Solid Waste Disposal Facilities).
- Parent Engineering Work Order**: A form with fields for 'Work Order Number' (54321) and 'WorkOrder Title' (Engineer).
- Parent Environmental Work Order**: A form with fields for 'Environmental Workorder Number' and 'Environmental Workorder Title'.
- VIEW - Site - Phases for this Site**: A table with columns 'Phase Number', 'Phase Title', and 'Phase Description'. It contains one record with 'Phase Number' 'xx-P000000.0067-0119', 'Phase Title' 'Title', and 'Phase Description' 'Description'.

At the bottom of the window, there is a status bar showing '1 - 1 of 1 records' and a 'Show 25 records' dropdown menu. A 'History' button is also visible in the bottom left corner.

1) Double click on phase

PHASES OBJECT

A separate window will open for the Phase object.

Phase title

Phase number

Phase Description

Phase dates

EngFee

Parent EngWO

Parent Grant

The screenshot shows a software window titled "ProjectPhase - 18161". It has a menu bar with "Project Phase" and "Tasks". Below the menu bar is a toolbar with icons for Save, Save and Close, Copy Object, Delete, Add to Favorites, Discussions, Compose, Print, Print Preview, Forms, and Navigation. The main content area is divided into several sections. The top section is labeled "Phase" and contains fields for "Phase Number" (xx-000000.0067-0119), "Phase Title" (Title), "Phase Status" (Pending), "Phase Description" (Description), "Next Milestone Due Date" (7/11/2013), "Round" (01), and "HUD Activity Code" (2: Solid Waste Disposal Facilities). Below this is a "Milestone Tracking" section with three rows of dates and checkboxes for "Start Milestone Completed", "50% Milestone Completed", and "100% Milestone Completed". The next section is "Engineering Fees" with a field for "Engineering Fees" (\$20,000.00). The final section is "Parent Work Order" with fields for "Work Order Number" (54321), "WorkOrder Title" (Engineer), "Grant Number" (DR5210245), and "Grantee Vendor Name" (City of Aransas Pass). Annotations with arrows point from the left to various fields: "Phase title" points to the "Phase Title" field; "Phase number" points to the "Phase Number" field; "Phase Description" points to the "Phase Description" field; "Phase dates" points to the "Next Milestone Due Date" field; "EngFee" points to the "Engineering Fees" field; "Parent EngWO" points to the "Work Order Number" field; and "Parent Grant" points to the "Grant Number" field. A long arrow points from the "1) Click on Bid and Site Tab" text at the bottom right to the "Bid and Site" tab in the top left of the window.

Phase	
Phase Number	xx-000000.0067-0119
Phase Title	Title
Phase Status	Pending
Phase Description	Description
Next Milestone Due Date	7/11/2013
Round	01
HUD Activity Code	2: Solid Waste Disposal Facilities

Milestone Tracking		
Target Start Date	Actual Start Date	<input type="checkbox"/> Start Milestone Completed
7/11/2013	7/11/2013	
Target 50% Date	Actual 50% Date	<input type="checkbox"/> 50% Milestone Completed
9/5/2013	9/5/2013	
Target 100% Date	Actual 100% Date	<input type="checkbox"/> 100% Milestone Completed
10/31/2013	10/31/2013	

Engineering Fees	
Engineering Fees	\$20,000.00

Parent Work Order	
Work Order Number	54321
WorkOrder Title	Engineer
Grant Number	DR5210245
Grantee Vendor Name	City of Aransas Pass

1) Click on Bid and Site Tab

SITE AND BID TAB IN PHASE OBJECT

The bid and site tab shows the related bid package and the parent site

Bid Package

Parent Site

The screenshot shows the 'ProjectPhase - 18161' application window. The 'Tasks' menu is open, showing options like 'Save and Close', 'Copy Object', 'Delete', 'Add to Favorites', 'Discussions', 'Compose', 'Print', 'Print Preview', 'Forms', and 'Navigation'. The 'Phase' tab is selected, and the 'Bid and Site' sub-tab is active. The main content area displays the 'Parent Bid Package' and 'Parent Site' information. The 'Parent Bid Package' section has a yellow background and contains fields for 'Bid Package Number', 'Bid Package Title', and 'Bid Package ID'. The 'Parent Site' section has a light blue background and contains fields for 'Site Number', 'Site Title', and 'Site ID'. The 'Site Number' field is populated with '2-P010153.0067' and the 'Site ID' field is populated with '67'. The 'Created By: MANAGER' and '7/12/2013 1:29:13 PM' are displayed in the top right corner. The bottom status bar shows 'History' and 'Documents' icons.

Parent Bid Package	
Bid Package Number	Bid Package Title
Bid Package ID	

Parent Site	
Site Number	Site Title
2-P010153.0067	Title
Site ID	
67	

The EnvWO tab will show the user any and all related EnvWOs under this grant.

Grant - Hurricane Tim - 18035

Grant Tasks

Save and Close Copy Object Discussions Print Forms First Object Previous Object Next Object Save and New Delete Add to Favorites Compose Print Preview Create Navigation

Grant Engineering Work Orders Environmental Work Orders Change Requests Section 3 Quarterly Report Admin Close Date

Grant - Hurricane Tim - 18035 Created By: SERGIOSUPER 7/8/2013 1:38:39 PM

VIEW - Grant - Environmental Work Orders for this Grant

Env WO Number	Env WO Title	Grant Number	Grantee Name	EnvSP Co
18093	Environmental WO	DRS210245	City of Aransas Pass	DRS2170

1 - 1 of 1 records prev 1 next Show 25 records

History Documents

List of EnvWo's

1)Double click EnvWO

ENVIRONMENTAL WO OBJECT

A new window will open showing the EnvWO object. From here the user can see the details of the work order, the related grant info, the related bid package, the environmental fee. By using the tabs, the user can view the sites and the ERRs.

EnvWO number and title

Related ESP

Start and end date of WO

Related Grant

Related Bid Package

Env fee

Environmental Work Order - Environmental WO - 18093

Tasks: Save, Save and Close, Save and New, Cancel and Close, Copy Object, Delete, Add to Favorites, Discussions, Compose, Print, Print Preview, Forms, First Object, Previous Object, Next Object, Navigation.

EnvironmentalWOMainView | User Assignments | **Sites** | Environmental Reviews - ERRs

EnvironmentalWorkOrder - Environmental WO - 18093 | Created By: MANAGER | 7/9/2013 9:30:29 AM

Environmental Work Order

Environmental Workorder Number	18093	Environmental Workorder Title	Environmental WO		
Assessment Type	EA				

Environmental Service Provider

Contract Number	DRS217009	Vendor Name	Berg-Oliver Associates, Inc.	First Name	EnvSvcProvider	Last Name	Berg-Oliver Associates, Inc.
-----------------	-----------	-------------	------------------------------	------------	----------------	-----------	------------------------------

Work Order Active Date Range

Executed Date	7/9/2013	Expiration Date	10/9/2013
---------------	----------	-----------------	-----------

Grant Information

Grant Number	Grant Title	Award Amount	GLO Contract Number	
DRS210245	Hurricane Tim	\$2,000,000.00	13232	
Grantee DRS	Vendor Name	First Name	Last Name	Email
DRS210245	City of Aransas Pass	Grantee	City of Aransas Pass	none@email.net
Grant Admin DRS	Vendor Name	First Name	Last Name	Email
DRS016000	Amazing Grants, Inc.	GrantAdmin	Amazing Grants, Inc.	none@email.net
Grant Mgr DRS	Vendor Name	First Name	Last Name	Email
none	Gary R. Traylor and Associates	Grant	Manager6	GM6@GLO.TEXAS.GOV
Project Mgr DRS	Vendor Name	First Name	Last Name	Email
DRS113000	HNTB Corporation	ProjectManager	HNTB Corporation	none@email.net

Related Bid

Bid Package Number	12345-999BID0102	Bid Package Title	Bridge
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Costing

Environmental Fees	\$27,000.00
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History | Documents

Sites Tab

ERRs

SITES TAB IN ENVWO

By clicking on the Sites tab, the user can see the list of related sites and the aggregation type.

List of Sites

Aggregation type

Environmental Work Order - Environmental WO - 18093

Environmental Work Order Tasks

Save Save and Close Save and New Cancel and Close Copy Object Delete Add to Favorites Discussions Compose Print Print Preview Forms First Object Previous Object Next Object Navigation

EnvironmentalWOMainView User Assignments Sites Environmental Reviews - ERRs

EnvironmentalWorkOrder - Environmental WO - 18093 Created By: MANAGER 7/9/2013 9:30:29 AM

VIEW - EnvWO - Sites for This EnvWO

Site Number	Site Title	Project Number	Project Title
4-P010148.0063	Bridge	4-P010148	Bridge

1 - 1 of 1 records prev 1 next Show 25 records

Aggregation of Sites Single Project

By double clicking on the site, a window will open showing the site object. This is the same site object the user can open through the EngWO->Project->Site path.

ERR TAB IN ENVWO

By clicking on the ERR tab in the EnvWO the user can view the list of ERRs under this EnvWo.

List of ERRs

1) Double click one of ERR 123

Environmental Work Order - Environmental WO - 18093

Tasks

General

Save and Close, Save and New, Cancel and Close, Copy Object, Delete, Add to Favorites, Discussions, Compose, Print, Print Preview, Forms, Create, First Object, Previous Object, Next Object, Navigation

EnvironmentalWOMainView User Assignments Sites Environmental Reviews - ERRs

EnvironmentalWorkOrder - Environmental WO - 18093

Created By: MANAGER
7/9/2013 9:30:29 AM

VIEW - EnvWO - ERRs for this Work Order

ERR Number	ERR Title	ERR Description	ERR Status
123	wert	CE \$4000	Pending
21304 - 4	title	CE - \$4,000	Pending
21304-1	title	EA - \$7,000	AUGF Signed
21304-2	title	CE - \$4,000	AUGF Signed
21304-3	title	CE - \$4,000	Pending

1 - 5 of 5 records

prev 1 next Show 25 re

History Documents

ERR OBJECT

By double clicking on the ERR, a new window opens showing the ERR Object.

ERR Number

ERR Title

ERR Description

Parent EnvWO

List of milestones

If you scroll down you will see a list of documents specifically related to this object and workflow.

The screenshot displays the 'Environmental Review - 18094' window. The interface includes a top menu bar with options like 'Save and Close', 'Copy Object', 'Delete', 'Add to Favorites', 'Discussions', 'Compose', 'Print', 'Print Preview', 'Forms', 'First Object', 'Previous Object', 'Next Object', and 'Navigation'. The main content area is titled 'Environmental Review' and contains the following fields:

- ERR Number:** 18094
- ERR Title:** title
- ERR Status:** AUGF Signed
- ERR Description:** EA - \$7,000
- Next Milestone Due Date:** 8/9/2013

Below these fields is the 'Parent Environmental Work Order' section, which includes:

- Environmental Workorder Number:** 18093
- Environmental Workorder Title:** Environmental WO
- Assessment Type:** EA

The 'Environmental Review Milestones' section lists various dates and completion status:

Target	Actual	Status
Target Start Date: 7/8/2013	Actual Start Date: 7/9/2013	Start Milestone Completed
Target Prescreen Submitted Date: 7/8/2013	Actual Prescreen Submitted Date: 7/9/2013	Prescreen Submitted Complete
Target Work Order Executed Date: 7/22/2013	Actual Work Order Executed Date: 7/9/2013	Work Order Executed Complete
Target Prelim ERR Submitted Date: 7/22/2013	Actual Prelim ERR Submitted Date: 7/9/2013	Prelim ERR Submitted Complete
Target Auth To Publish Date: 7/29/2013	Actual Auth To Publish Date: 7/9/2013	Auth to Publish Completed
Target Public Comment End Date: 8/26/2013	Actual Public Comment End Date: 7/9/2013	Public Comment End Completed
Target Final with RROF Date: 9/2/2013	Actual Final with RROF Date: 7/9/2013	Final ERR Submitted
Target Approved Date: 9/2/2013	Actual Approved Date: 7/9/2013	Final ERR Approved
Target AUGF Signed Date: 9/9/2013	Actual AUGF Signed Date: 7/9/2013	AUGF Issued

At the bottom, there is a section for 'Preliminary Environmental Review Report' and 'ERR Preliminary Review Checklist' with dates and 'Import' buttons.

ERR MILESTONES

The user can get an update on the status of the ERR by looking at the list of milestones. Once a milestone is completed, it is checked off. This happens through the workflow, by an action. It's either a submittal, approval, upload, etc.

List of Milestones

Required Documents

User may double click directly
To open a document.

Environmental Review Tracking Tasks EnvironmentalReview - 18094

Save Save and Close Copy Object Save and New Delete Add to Favorites Discussions Compose Print Print Preview Forms First Object Previous Object Next Object Navigation

Environmental Review

EnvironmentalReview - 18094 Created By: MANAGER 7/9/2013 9:30:29 AM

ERR Number 21804 ERR Title title

ERR Status AUGF Signed ERR Description EA - \$7,000

Next Milestone Due Date 9/9/2013

Parent Environmental Work Order

Environmental Workorder Number 18093 Environmental Workorder Title Environmental WO

Assessment Type EA

Environmental Review Milestones

Target Start Date	Actual Start Date	
7/8/2013	7/9/2013	<input checked="" type="checkbox"/> Start Milestone Completed
Target Prescreen Submitted Date 7/8/2013	Actual Prescreen Submitted Date 7/9/2013	<input checked="" type="checkbox"/> Prescreen Submitted Complete
Target Work Order Executed Date 7/22/2013	Actual Work Order Executed Date 7/9/2013	<input checked="" type="checkbox"/> Work Order Executed Complete
Target Prelim ERR Submitted Date 7/22/2013	Actual Prelim ERR Submitted Date 7/9/2013	<input checked="" type="checkbox"/> Prelim ERR Submitted Complete
Target Auth To Publish Date 7/29/2013	Actual Auth To Publish Date 7/9/2013	<input checked="" type="checkbox"/> Auth to Publish Completed
Target Public Comment End Date 8/26/2013	Actual Public Comment End Date 7/9/2013	<input checked="" type="checkbox"/> Public Comment End Completed
Target Final with RROF Date 9/2/2013	Actual Final with RROF Date 7/9/2013	<input checked="" type="checkbox"/> Final ERR Submitted
Target Approved Date 9/2/2013	Actual Approved Date 7/9/2013	<input checked="" type="checkbox"/> Final ERR Approved
Target AUGF Signed Date 9/9/2013	Actual AUGF Signed Date 7/9/2013	<input checked="" type="checkbox"/> AUGF Issued

Preliminary Environmental Review Report ERR Preliminary Environmental Review Report - 7/8/2013 Import

Public Notice Import

ERR Final Review Checklist Import

ERR Preliminary Review Checklist ERR Preliminary Review Checklist - 7/9/2013 Import

Final Environmental Review Report Import

Request for Release of Funds Import

History Documents

User may also click on
Documents

DOCUMENTS WINDOW

User may click on the documents and a window will expand showing all related documents.

1) Double click on a document

The screenshot displays the 'Environmental Review - 18094' form within the 'Environmental Review Tracking' application. The form is divided into several sections: 'Environmental Review' (top), 'Parent Environmental Work Order' (middle), and 'Environmental Review Milestones' (bottom). The 'Environmental Review' section includes fields for 'ERR Number' (21804-1), 'ERR Title' (title), 'ERR Status' (AUGF Signed), 'ERR Description' (EA - \$7,000), and 'Next Milestone Due Date' (9/9/2013). The 'Parent Environmental Work Order' section includes fields for 'Environmental Workorder Number' (18093), 'Environmental Workorder Title' (Environmental WO), and 'Assessment Type' (EA). The 'Environmental Review Milestones' section includes a table with columns for 'Target Start Date', 'Actual Start Date', and 'Start Milestone Completed'. The 'Documents' window is open at the bottom, showing a list of documents under the 'Static (8)' category. An arrow points from the text '1) Double click on a document' to the first document in the list: 'ERR Preliminary Environmental Review Report - 7/8/2013'.

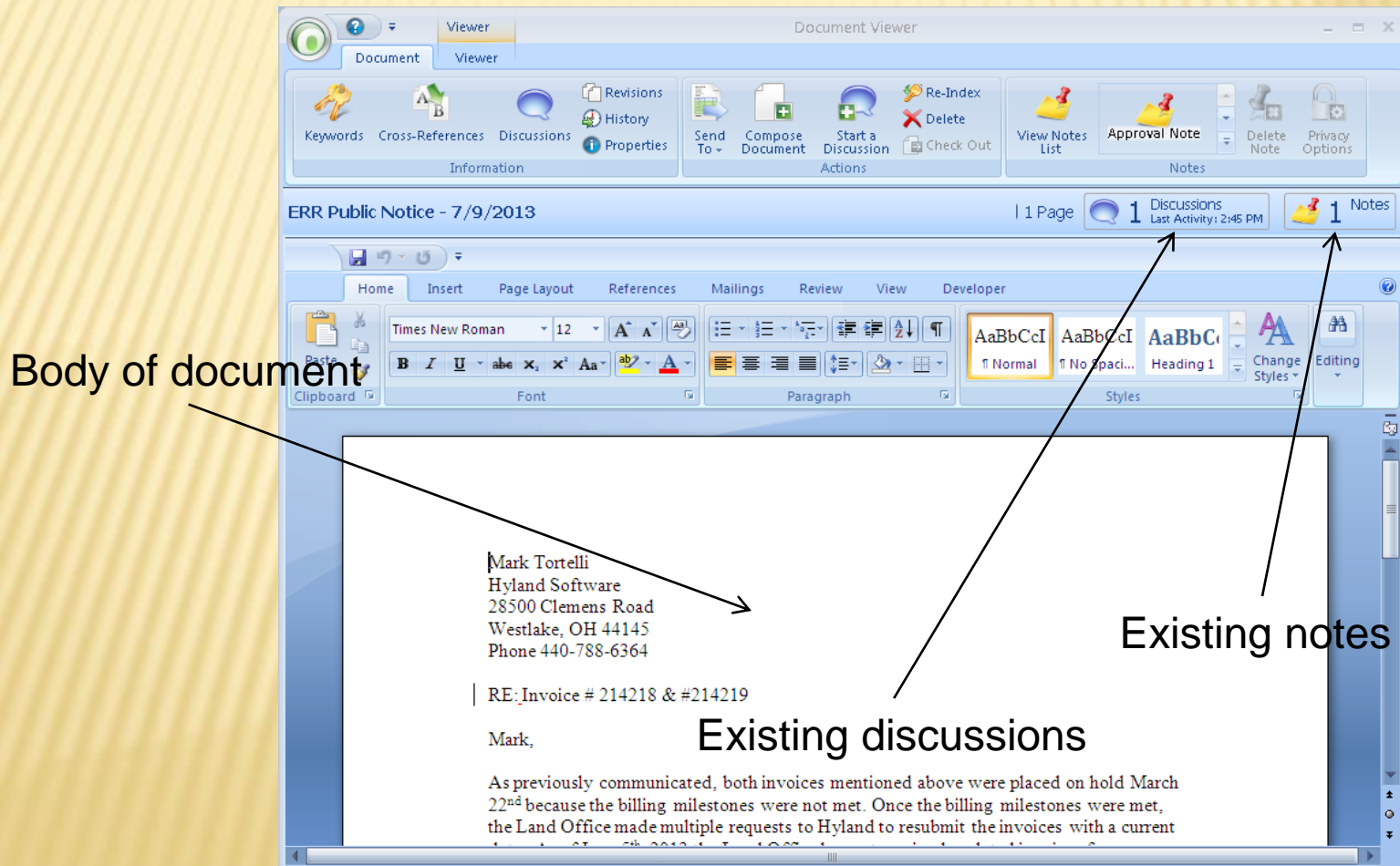
Target Start Date	Actual Start Date	Start Milestone Completed
7/8/2013	7/9/2013	<input checked="" type="checkbox"/>
Target Prescreen Submitted Date	Actual Prescreen Submitted Date	Prescreen Submitted Complete
7/8/2013	7/9/2013	<input checked="" type="checkbox"/>
Target Work Order Executed Date	Actual Work Order Executed Date	Work Order Executed Complete
7/22/2013	7/9/2013	<input checked="" type="checkbox"/>
Target Prelim ERR Submitted Date	Actual Prelim ERR Submitted Date	Prelim ERR Submitted Complete
7/22/2013	7/9/2013	<input checked="" type="checkbox"/>

Documents

- Static (8)
 - ERR Preliminary Environmental Review Report - 7/8/2013
 - ERR Preliminary Environmental Review Report - 7/9/2013
 - ERR Preliminary Review Checklist - 7/9/2013
 - ERR Public Notice - 7/9/2013
 - ERR Public Notice - 7/9/2013
 - ERR Final Environmental Review Report - 7/9/2013
 - ERR Request Release of Funds - 7/9/2013
 - ERR Final Review Checklist - 7/9/2013

ДОСЛІДЖЕННЯ

When the user double clicks on a document, that document will open on a separate window. The user can view the document and any related information.



HISTORY OF ERR

The user may view all related history to this ERR by clicking on history.

The history is available at each object. It will show the relevant information to that particular object.

The screenshot displays the 'Environmental Review - 18094' window. The top toolbar includes buttons for 'Save and Close', 'Copy Object', 'Delete', 'Add to Favorites', 'Discussions', 'Compose', 'Print', 'Print Preview', 'Forms', and 'Navigation'. The main content area is divided into several sections:

- Environmental Review**: Contains fields for ERR Number (21304-1), ERR Title (title), ERR Status (AUGF Signed), ERR Description (EA - \$7,000), and Next Milestone Due Date (9/9/2013).
- Parent Environmental Work Order**: Contains fields for Environmental Workorder Number (18093), Environmental Workorder Title (Environmental WO), and Assessment Type (EA).
- Environmental Review Milestones**: Contains fields for Target Start Date (7/8/2013), Actual Start Date (7/9/2013), Target Prescreen Submitted Date (7/8/2013), Actual Prescreen Submitted Date (7/9/2013), Target Work Order Executed Date, and Actual Work Order Executed Date. Checkmarks indicate 'Start Milestone Completed' and 'Prescreen Submitted Complete'.
- History**: A section with a tabbed interface showing 'Object History' and 'Event Log'. The 'Object History' tab is active, displaying a table of transactions.

The 'Object History' table has the following columns: Transaction ID, Transaction Date, User name, Attribute Name, Start Value, and End Value. The data shows a series of transactions performed by 'MANAGER' on 7/9/2013, including updates to ERRStatus, MSAUGFSignedAct, MSAUGFSignedCon, Final ERR and RROF Uploaded, MSApprovedActual, NextMilestoneDue, Public Comment Period Ended, MSFinalWithRROF, MSFinalWithRROF, and Authority to Publish.

Records each step:
Who, What, When?

1) Click on history

CHANGE REQUEST TAB IN GRANT OBJECT

By clicking on the Change Request tab, the user may view a list of all Change Request related to this particular Grant.

The user may double click on a particular CR and it will open on a separate window.

1) You may scroll to the right to view status

2) Double click on CR # 131

Grant - Hurricane Tim - 18035

Grant Tasks

Save Save and Close Save and New Cancel and Close Copy Object Delete Add to Favorites Discussions Compose Print Print Preview Forms Create First Object Previous Object Next Object Navigation

Grant Engineering Work Orders Environmental Work Orders Change Requests Section 3 Quarterly Report Admin Close Date

Grant - Hurricane Tim - 18035 Created By: SERGIOSUPER 7/8/2013 1:38:39 PM

VIEW - Grant - Change Requests for this Grant

<input type="checkbox"/>	Change Request Number	Change Request Title	Change Request Type	Date Submitted
<input type="checkbox"/>	131	Amendment 2	Amendment	7/9/2013
<input type="checkbox"/>	136	nnnnnn	Amendment	7/10/2013

1 - 2 of 2 records prev 1 next Show 25 records

History Documents

CHANGE REQUEST OBJECT PART I

The user can view the details of any change request. This object will provide the areas impacted by the change request and any supporting documentation. It will also show the status and comments.

The screenshot shows a web-based form titled "Change Request - 18107". The form is divided into several sections. On the left, there are labels with arrows pointing to specific fields in the form:

- CR #** points to the "Change Request Number" field, which contains the value "131".
- CR Title** points to the "Change Request Title" field, which contains the value "Amendment 2".
- CR Type** points to the "Change Request Type" field, which contains the value "Amendment".
- Date submitted** points to the "Date Submitted" field, which contains the value "7/9/2013".
- Date Approved** points to the "Date Approved" field, which is currently empty.
- Date Executed** points to the "Date Executed" field, which is currently empty.
- Summary** points to the "Summary" text area, which contains the text: "Performance Statement change and budget change request to move funds from Sewer Facilities to Engineering."

The form also includes a "Status" field with the value "Pending". Below the "Summary" field, there is a section titled "Interview:" with a list of 12 items, each with a checkbox and a description. The items are:

- ☒ Engineering Fee Increase or Decrease
- ☒ Engineering Fee Change > \$5000
- ☐ Adding New Activity or Deleting Entire Activity
- ☐ Adding or Deleting a Project
- ☒ Change In Beneficiary Information
- ☐ Result of a Change Order
- ☐ Extends Contract Expiration
- ☒ Extends Construction End Date
- ☒ Proposed Increase to GA Fee
- ☒ Budget Transfer from Grantee to State Contracted SP
- ☒ Budget Transfer between HUD Activity Codes > 10%
- ☒ Budget Transfer between HUD Activity Codes > 25%
- ☒ Changes the Total Grant Award Amount

At the bottom of the form, there are fields for "Grant Number" (DRS210295), "Grant Title" (Hurricane Tim), "Award Amount" (\$2,000,000.00), "GLD Contract Number", and "Grantee Vendor Name".

CHANGE BEFORE IT BECOMES A PROBLEM

The user may scroll down to view additional information.

If checked off, it means the GA Answered yes during the interview.

ChangeRequest - 18107

Change Request Tasks

Save Save and Close Copy Object Delete Add to Favorites Discussions Compose Print Print Preview Forms First Object Previous Object Next Object Navigation

Change Request User Assignments Comments

ChangeRequest - 18107 Created By: MANAGER 7/9/2013 1:20:43 PM

Interview:

- ☒ Engineering Fee Increase or Decrease
- ☒ Engineering Fee Change > \$5000
- ☒ Adding New Activity or Deleting Entire Activity
- ☒ Adding or Deleting a Project
- ☒ Change In Beneficiary Information
- ☒ Result of a Change Order
- ☒ Extends Contract Expiration
- ☒ Extends Construction End Date
- ☒ Proposed Increase to GA Fee
- ☒ Budget Transfer from Grantee to State Contracted SP
- ☒ Budget Transfer between HUD Activity Codes > 10%
- ☒ Budget Transfer between HUD Activity Codes > 25%
- ☒ Changes the Total Grant Award Amount

Checked = YES

Unchecked = NO

Grant Number DRS210245 Grant Title Hurricane Tim Award Amount \$2,000,000.00

GLO Contract Number 13232 Grantee Vendor Name City of Aransas Pass

☒ Change To Performance Statement ☒ Change To Budget ☒ Change To Schedule

☒ Needs Engineering Review ☐ Needs Environmental Review

CR and Schedule CR Budget

CR Budget EForm Import CR Construction Change Order Import

CR Construction Schedule Import CR Engineering Fee Breakdown Import

CR Man-Hour Breakdown Import CR Performance Statement Import

History Documents

Related Grant

PBS impact

Routed for Eng and Env review

Required Supporting Documents

CR COMMENTS AND DOCUMENTS

The user can click on the comments tab to view related comments regarding the review and approval process of the CR.

The user can also click on the Documents tab to view the related documents required by the approval process.

Comments Tab

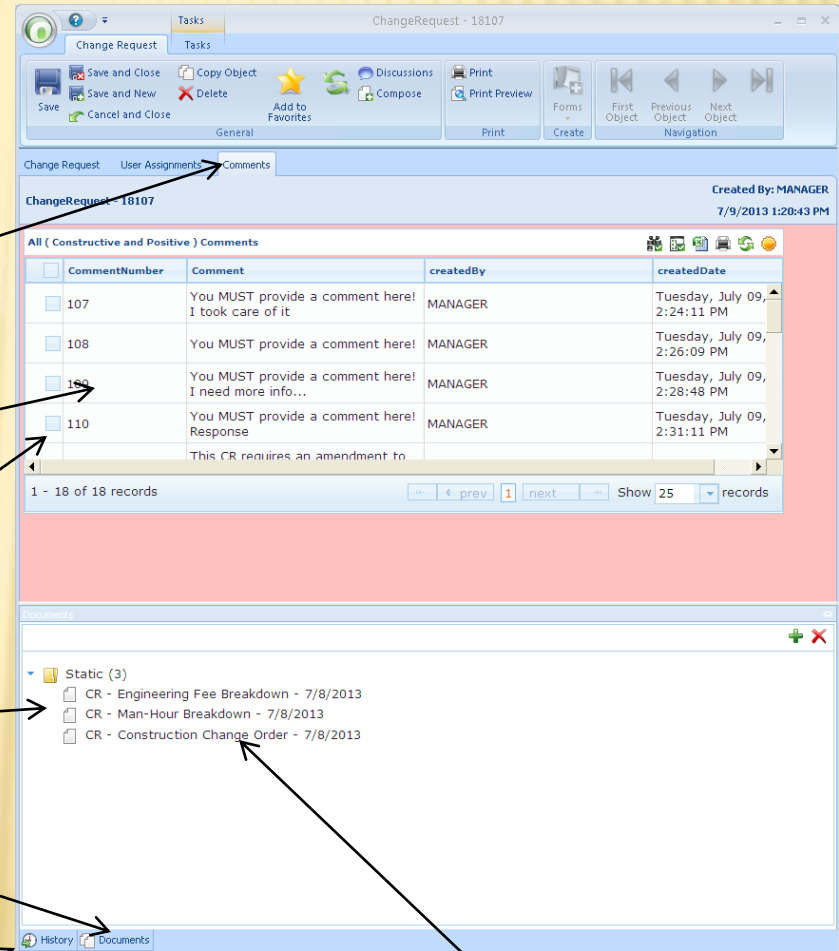
Comments

1) Double click on comment #110

Documents

2) Double click on Documents

History button



3) Double click on Construction CR

ERR COMMENTS

The user can view the comment, have a discussion about the comment, and view the history.

The screenshot shows a web application window titled "Comment - 18111". The interface includes a top toolbar with various actions like Save, Copy, Delete, Add to Favorites, Compose, Print, and Navigation. The main content area is divided into three sections: a header for the comment, a text input area for the comment itself, and a history section. The comment header shows "Comment - 18111" and "Created By: MANAGER" on "7/9/2013 2:24:11 PM". The comment text area contains the text "You MUST provide a comment here! I took care of it". The history section shows a table of object history with columns for Transaction ID, Transaction Date, User name, Attribute Name, and Start Value. A "Start a Discussion" button is located on the right side of the comment text area.

Comment

Comment - 18111

Created By: MANAGER
7/9/2013 2:24:11 PM

Comment

CommentNumber
107

Comment

Times New Roman 8px B I U S

You MUST provide a comment here! I took care of it

History

Object History

Transaction ID	Transaction Date	User name	Attribute Name	Start Value
8828	7/9/2013 2:27 PM	MANAGER	Comment	You MUST provide a comment here!

Start a Discussion

No discussion threads have been created.

Comment

History

Discussions

SECTION 3 TAB IN GRANT OBJECT

The user can click on the section 3 tab within the grant object and view a list of quarterly section 3 reports.

1) Double click here

The screenshot shows a software window titled 'Grant - Hurricane Tim - 18035'. The interface includes a top toolbar with various icons for saving, deleting, and navigating. Below the toolbar is a tabbed menu with options: Grant, Engineering Work Orders, Environmental Work Orders, Change Requests, Section 3 Quarterly Report (selected), and Admin Close Date. The main content area displays a table titled 'Section 3 Quarterly Reports for Grant'. The table has four columns: Grant Number, Reporting Year, Report for Quarter, and Quarterly Report Date. A single row is visible with the following data: DRS210245, 2023, 2nd, and 7/12/2013. An arrow points from the text '1) Double click here' to the first row of the table. At the bottom of the window, there is a status bar showing '1 - 1 of 1 records' and a 'Show 25 records' dropdown.

Grant Number	Reporting Year	Report for Quarter	Quarterly Report Date
DRS210245	2023	2nd	7/12/2013

SECTION 3

Section 3 tab with the grant object will take the user to Section 3 material.

The screenshot shows a web application window titled "Section3Quarterly - 18154". The interface includes a top navigation bar with tabs for "Section 3 - Quarterly" and "Tasks". Below the navigation bar is a toolbar with various icons for actions like Save, Copy, Delete, Add to Favorites, Discussions, Compose, Print, Print Preview, Forms, and Navigation. The main content area displays the "Section 3 - Quarterly Report" form. The form has a header section with a title "Section 3 - Quarterly Report" and a "Quarterly Report Date" field set to "7/12/2013". Below the header are two dropdown menus: "Reporting Year" set to "2013" and "Report for Quarter" set to "2nd". The form is divided into three sections: "Non-Construction Contracts in Reporting Period", "Construction contracts - Contractors", and "Construction contracts - Sub-Contractors". Each section contains a table with columns for Name, Contract Amount, Contract Award Date, and Work In Texas Posting No. The "Non-Construction Contracts in Reporting Period" section shows one record for "Heather" with a contract amount of \$20,000.00 and an award date of 7/12/2013. The "Construction contracts - Contractors" and "Construction contracts - Sub-Contractors" sections are currently empty. The bottom of the window features a status bar with "History" and "Documents" buttons.

Section 3 - Quarterly Report

Quarterly Report Date
7/12/2013

Reporting Year
2013

Report for Quarter
2nd

Non-Construction Contracts in Reporting Period

<input type="checkbox"/> Name	Contract Amount	Contract Award Date	Work In Texas Posting No.
<input type="checkbox"/> Heather	\$20,000.00	7/12/2013	123

1 - 1 of 1 records

Construction contracts - Contractors

<input type="checkbox"/> Name	Contract Amount	Contract Award Date	Work In Texas Posting No.
-------------------------------	-----------------	---------------------	---------------------------

0 - 0 of 0 records

Construction contracts - Sub-Contractors

<input type="checkbox"/> Name	Contract Amount	Contract Award Date	Work In Texas Posting No.
-------------------------------	-----------------	---------------------	---------------------------

0 - 0 of 0 records

History Documents